



# POLICIES & PROCEDURES OF THE PLATTING PROCESS

## What is platting and when is it required:

Platting a parcel of land is (generally) a ground survey reviewed by 9 agencies, submitted to the Development Services Department for Planning Commission or Director approval and plat document recordation. Plat approval is required when a tract of land is divided, the ensuing development must then follow the guidelines of the city's Unified Development Code (UDC).

The platting process is put into motion when applying for building permits or connections to a public utility inside the city limits of San Antonio, or applying for connections to a public utility in an area extending 5 miles beyond the current city limits, the Extraterritorial Jurisdiction (ETJ). This area is depicted on an official map filed in the Development Services. Platting is required unless an exception is authorized by the city's Unified Development Code (UDC).

## How the process is started:

An application must be submitted by a surveyor and/or an engineer (the recorded plat must be sealed by the respective profession). When a site is subject to platting, it is recommended that the applicant contract an engineer/surveyor *familiar* with the UDC and the plat review process. Professional services rendered generally involve all preparation and filing of the plat, along with any technical plans and specifications required in the review process.

## Review Process:

The review process begins with distribution of copies of the proposed plat to 9 public utilities and reviewing departments or agencies to insure conformance with applicable UDC requirements. The plat approval process involves securing Letters of Certification from five (5) departments or agencies: **Planning, Parks and Recreation, Development Services, City Public Service, and San Antonio Water Systems** (water and sewer). Each of the certifying agencies will conduct a "completeness Review." Once, each submittal has been deemed complete, each of the agencies are required to issue certifications within 50 and 10 days for major and minor plats respectively. Additionally, the process requires Letters of Review from three (3) agencies: **Southwestern Bell, Finance/Treasury and Time Warner Cable**. Request for plat review shall be delivered to reviewing departments and agencies simultaneously with the request for letters of certificates. In the event, a reviewing department or agency does not submit a written recommendation to the applicant's consultant within 10 day for a minor and 50 for a major plat, the non response will be treated as an approval. Please be aware that additional review time may be added to each review if the information filed is incomplete or requires correction.

# APPROVAL: Development Services Director or Commission?

Generally, amending plats, minor plats without variances or replat involving public hearings are eligible for administrative approval. A minor plat is defined as "a subdivision involving four (4) or fewer lots fronting on an existing street that does not involve: (i) the creation of any new streets, alleys or safety lanes; (ii) the extension of off-site utilities; or (iii) the installation of drainage improvements."

## Final Completeness Review

At the time of submittal for plat approval with the Development Services Department, the plat will then be evaluated to ensure that the file is "complete". The Development Services Department will post and advertise a public hearing (if necessary). Once all of the requirements in the UDC been met, the plat will be routed to five of the nine reviewing agencies for one last opportunity to insure conformity (Development Services, Parks and Recreation, Planning, CPS, SAWS water and sewer). The plat will then be scheduled for Commission or Director consideration.

- Director Plats: Director plats are approved on an as-available basis.
- Planning Commission: The Commission meets every second and fourth Wednesday of the month at 2:00 P.M. in the City Council Chambers of the Municipal Plaza building, 1901 S. Alamo. The deadline for scheduling items on the agenda is the Monday two weeks before the scheduled meeting. All items must be submitted no later than the end of that business day. **Remember a complete filing is required before plat approval is requested.**

## Items required for complete plat package filing:

- Plat application (complete)
  - Letters of Certification from:

|  |                         |                             |
|--|-------------------------|-----------------------------|
| <b>Development Services:</b>             | <b>1901 South Alamo</b> |                             |
| <b>Engineering</b>                       |                         | <b>207-6310</b>             |
| <b>Subdivision</b>                       |                         | <b>207-0121</b>             |
| <b>Zoning</b>                            |                         | <b>207-7972</b>             |
| <b>Environmental</b>                     |                         | <b>207-8265</b>             |
| <b>Planning</b>                          | <b>1901 South Alamo</b> | <b>207-7873</b>             |
| <b>Parks and Recreation</b>              | <b>1901 South Alamo</b> | <b>207-2886</b>             |
| <b>SAWS (water, sewer &amp; aquifer)</b> | <b>1222 N. Main</b>     | <b>704-7143 or 704-1812</b> |
| <b>City Public Service</b>               | <b>146 Navarro St.</b>  | <b>353-2452</b>             |
  - Blue Line Prints:      Director:      **30** copies ICL -or- **20** copies OCL.  
                                 Commission: **36** copies ICL - or **25** copies OCL.  
                                 Amending      **27** copies ICL - or **20** copies OCL
  - Original & Reproducible mylar
  - 8½" X 11" reduction on bond paper.
  - Plat filing fees (see fee schedule) and county recording fee (when applicable).
  - Current tax *certificates* from city, county, & school taxing entities.
- Amending Plats also require** (full size copy of original plat)

## Reviews needed before approval:

- Letters of Review from:

|                   |                                    |          |
|-------------------|------------------------------------|----------|
| Finance/Treasury  | 1901 South Alamo                   | 207-0259 |
| Bell Telephone    | 4119 7 <sup>th</sup> flr. Broadway | 820-7539 |
| Time Warner Cable | 5981 Hwy. 87 E.                    | 352-4460 |

## Other items or reviews when applicable:

- ☐ Master Development Plan: If area will be platted in two or more units.
- ☐ PUD Plan approval if part of a Planned Unit Development
- ☐ Letter of Agent
- ☐ Variance request & fee if cited (see variance requirements in this package).
- ☐ Townhouse, zero lot line, PUD legal documents (plus recording fees).
- ☐ Reviews:
  - ☐ Bexar Co. P.W. Dept. 233 N. Pecos 335-6700
  - ☐ SAWS (Aquifer) 1001 Market St. 704-7392
  - ☐ Historic Preservation 1901 South Alamo 207-7869
  - ☐ Asset Management W. 114 2<sup>nd</sup> flr. Commerce 207-4035
  - ☐ Aviation Dept. 9800 Airport Blvd. 207-3514
  - ☐ River Authority 211 E. Guenther 227-1373
  - ☐ Texas Dept. of Trans. 4615 N. W. Loop 410 615-5865
- ☐ Performance Agreement (if site improvements are required)

## Standard Replat:

A replat can be filed without a public hearing if the preceding plat was approved prior to **June 14, 1927**, or it involves a lot assembly, or it is a replat of easement(s) or ROW. In conjunction with this process the subject area is titled "**Area being replatted**".

## A Replat is subject to a Short Public Hearing...

- ☐ ...if an area proposed to be replatted is not restricted to 1 or 2 family uses either through zoning within the past 5 years or limited to same by deed restrictions. In conjunction with this process the subject area is titled on the plat "**Area being replatted through public hearing**" and is annotated with **Form P** as required by Section 35-B116.

- OR -

- ☐ ...if the area was designated or reserved for other than 1 or 2 family uses by notation on the last legally recorded plat or in the legally recorded restrictions applicable to the plat. In this instance the subject area is titled "**Area being replatted through public hearing**" and plat is annotated with **Form Q** as required by Section 35-B116.

## **A Replat is subject to a Long Public Hearing...**

...if the area proposed to be replatted is restricted to 1 or 2 family use by zoning within the past 5 years, or lots within the preceding plat are limited to same uses by deed restrictions (Zoning Classifications include: RP, RE, R-20, R-6, R-5, R-4, NP-8, NP-10 and NP-15). In conjunction with this process the subject area is titled on the plat "**Area being replatted through public hearing involving written notification**" and annotated with **Form O** as required by Section 35-B116.

### **Required Items for Long Public Hearing:**

- Written notice of intent to file for public hearing with Director of Development Services.
- Certified list of names & addresses of property owners within **200'** radius of the area proposed to be replatted. Notice to property owners is not required outside the **200'**
- Public hearing fee as per fee schedule.
- One **(1)** 8½" X 11" reduction on bond paper.
- One **(1)** full size copy (18" X 24") blue line print of original plat.  
Both items above shall clearly identify the following:
  1. Area to be replatted with 200' radius (overlaid on Bexar Appraisal map)
  2. Area replatted within the **200'** radius which is no longer part of the original plat

## **Vacating Declaration:**

An area previously platted can be vacated through a declaration provided all owners of lots in the preceding plat (plat that created lot(s) to be subdivided) endorse the declaration. In conjunction with this process, the proposed plat shall be titled "**Resubdivision Plat**" and annotated as required by Section 35-438.

### **Items needed for a Vacating Declaration:**

- Vacating Declaration form signed by all owners of lots shown on the original plat.
- One full size copy of original plat (area to be vacated highlighted )
- One **(1)** copy of 8½" X 11" reduction of plat to be vacated (area highlighted)
- Letter of agent (if applicable)
- Filing fee as per fee schedule plus recording fee.  
**Note: The fee is not required if the vacating declaration is being considered in conjunction with a plat.**

## **Variances to the requirements in the UDC:**

Any provision of the UDC which cannot be met will require a variance request with the appropriate fee. This written request is to be submitted to the Director of Development Services for review and processing, it is considered by the Planning Commission at the time of plat consideration. Fifteen (15) working days are to be allowed for agency review of each variance. In accordance with the

UDC process all request for variances and respective recommendation must be submitted in conjunction with the plat approval request.

## **Additional approval outside City limits:**

Areas located outside the San Antonio City limits and within the ETJ, require Bexar County Commissioners Court approval. This is done after the City of San Antonio has finished their review, all requests are to be sent through Bexar County Public Works. Prior to plat recording, all impact fees must be paid and a guarantee posted to cover any necessary site improvements. Septic systems are also approved by this agency.

## **Plat Deferral**

The Planning Commission may grant a deferral of the requirement to plat for a subdivision of four (4) or fewer lots to allow a building permit and/or utility services to be granted prior to plat approval. The time period for which the platting requirement may be deferred shall not exceed one hundred and eighty (180) days. A plat application must be filed prior to the processing of the plat deferral. The applicant's engineer or surveyor must certify that certain conditions are met before the deferral will be scheduled for consideration. These conditions are outlined in the "PLAT DEFERRAL INFORMATION SHEET" package.

If you have any questions, please call for assistance at (210)-207-0121.